



Business License Application

- New Businesses must obtain a business license prior to beginning operation.
- Business Licenses Expire December 31st Each Year. RENEWAL BUSINESS LICENSES Must Be Paid In Full On Or Before The Last Day Of February To Avoid Penalties.
- Resident Business Only: 2% Early Discount if Paid by 01/31

For the year _____ License Number _____

1a. City Business Category: _____

1b. Specify business activity or provide NAICS Code _____

2a. Select Ownership _____ 2b. Number of employees _____

3a. Physical Location, Suite # _____ 3b. Business name _____

3c. DBA name _____ 4a. Billing Address, Suite # _____

4b. Phone _____ 4c. Fax _____ 4d. Email _____

5. Original Business Start Date _____ 6. Minority Status of Owner _____ 7. Application Type: _____

8. Out of Business? Closing Date _____ 9. FEIN or S.S. Number _____

10. Commercial Property(s) including locations and tax map numbers _____

11. Credit Card (optional): Credit Card _____ Card # _____ CV _____ Exp. Date: _____

12. Computation of Fees:

I. New Business – Have you ever owned a business in the City of Greenville before?

Yes _____ No - If yes, name and location: _____

- Estimated total gross sales/revenue/contracts for the balance of the year.
- Calculate and enter fee based on Line I. 1.

II. First Time Renewals: (For businesses renewing for the first year only)

- Total actual gross receipts/revenues/contracts for preceding year.
- Allowable ordinance deductions
- Total gross receipts from previous year (II. 1. minus II. 2).
- Estimated gross contracts/jobs from previous year.
- First year adjustment (indicate + or -)
- Adjust gross contracts/jobs (add lines II. 3 and II. 5)
- Calculate and enter fee based on II. 6.

All businesses must pay the base fee amount.

III. Existing Business

- Total gross contract amounts from previous year
- Less contract amounts used as basis to purchase licenses in other municipalities.
- Total gross contracts
- Calculate business license fee based on III.3. (Inside and Outside City)

IV. Penalties due for late filing or Resident Business 2% Discount for early filing by 01/31.

V. Total Fees

Item	Business Gross Revenues	License Fees
I.1		I.2
II.1.		
II.2		
II.3		
II.4		
II.5		
II.6		II.7
III.1		
III.2		
III.3		III.4
	%	IV.
		V.

13. Does this business have an Alcohol Beverage and Licensing (ABL) License? Yes _____ No _____ License Number _____

Consumption: Off-premise _____ On premise _____ Expiration Date _____ Hours of Operation _____

Does this business plan to apply for an ABL license during the coming year? Yes _____ No _____

14. Does this business have any coin-operated amusement machines? Yes _____ No _____

Do you own or lease machines? Own _____ Lease _____ If lease, from whom _____

Number of machines: _____ Number of stickers: _____ Type of machines _____

15. Names of owners and officers _____

This is to certify that the above is a true statement of the business done or transacted at or through the above location. The report corresponds with the books and records of the business and with the report of same filed, or to be filed, for the corresponding period with the S.C. Department of Revenue or Insurance commissioner and with the Collector of Internal Revenue of the United States and that the exact amount returned as TOTAL GROSS REVENUES from this business or profession as reported herein are true and correct and that I am familiar with the City ordinance providing for penalties and revocation of this license for making false or fraudulent statements in this applications. The books of this business are available for inspection by authorized agents of the City. The issuance of a business license is condition upon strict compliance with the ordinance of the City of Greenville and failure to so comply may result in revocation in addition to other remedies.

Name of preparer (Print): _____ Daytime phone Number _____

Applicant Name (Print): _____ Applicant Signature _____

Date _____

INSTRUCTIONS FOR FILING A NEW, FIRST TIME RENEWAL AND EXISTING BUSINESS LICENSE APPLICATION

PERSON REQUIRED TO FILE AN APPLICATION:

- Every person engaged in, or intending to engage in, any business, in whole or in part, in the City of Greenville (except the professions of public school teachers and ministers of the gospel), shall file with the City Business License Office an application, under oath, for a license to engage in such business.
- For further information and additional applications, please call the City Business License Office at (864) 467-4505

RENEWAL INFORMATION:

- Please verify and correct, as necessary, all pre-printed information shown. Complete all other blank items, in full, to avoid delays in processing.
- **If you are no longer in business, please indicate in writing and return this application.**

DUE DATES, PENALTIES AND 2% EARLY DISCOUNT FOR RESIDENT BUSINESSES:

- **NEW** business applications, with payment in full, must be filed at the City of Greenville Business License Office **prior to opening or beginning operation** in the City. A penalty is charged for applications filed after the starting date. The penalty is dependent on when the application is filed.
- **RENEWAL** business applications, with payment in full, must be filed with the City of Greenville Business License Office and post marked, by the U.S. Postal Service, **on or before the last day of February of each year**. A penalty will be assessed as of March 1st for each additional month, or portion thereof that the tax remains unpaid.
- **RESIDENT BUSINESSES 2% EARLY DISCOUNT.** For resident businesses only, if the business files their business license renewal application on or before the last day of January each year, they will be eligible for a 2% early filing discount off of their business license tax. **(NEW)**

COMPLETION OF THE APPLICATION:

- Please **complete in full**. Do not leave any items blank.
- Print clearly or type all information.
- This application will **not** be processed unless all requested information is provided.

IMPORTANT NOTES TO REMEMBER:

A resident business located **within** the City limits must report all gross revenues, whether derived from within or outside the City limits. The reported gross revenue must correspond with the records of the business and with the returns filed for the corresponding year with the South Carolina Department of Revenue and the Collector of Internal Revenue of the United States.

Allowable Ordinance Deductions: Deductions from your gross revenues are allowed if you are a resident business that a business license has been paid to another municipality. The deduction is limited to the gross revenues that were reported on that license. **Satisfactory proof of this deduction must be attached to this application before the deduction will be allowed.** A business may deduct sales, use, or excise taxes if these amounts are included in the total gross revenues amount reported.

A non-resident business located **outside** the City must report all gross revenues earned **within** the City limits only.

I. New Business complete this section:

1. A **New resident** business must provide an estimate of total gross revenue/sales/receipts/contracts from the time of opening to December 31. A **New non-resident** business must provide an estimate of gross revenue/sales/receipts/contracts expected to be earned inside the City from the time of beginning operation in the City to December 31.
2. Calculate the business license fee based on the estimated provided on line I.1. (Refer to the Rate Sheet.)

II. Businesses renewing for the first time, complete this section.

1. Report the actual gross revenues from beginning operation until December 31 of the previous year.
2. See above section on Allowable Ordinance Deductions.
3. Total gross revenues from previous year (II.1. minus II.2.)
4. This is the estimate that was provided to the City as your expected gross revenues for the first year of operation.
5. This is the difference in the actual and estimated gross revenues from the first year of operation. The difference is an adjustment to the first year's receipt figure. Subtract line II.4. from line II.3. and indicate whether + or -.
6. This is the total of the adjusted gross revenue amount.
7. Calculate the Business License tax based on the amount in line II.6. (Refer to Rate Sheet.) All businesses must pay at least the base fee amount.

III. Existing Business, after 2nd year of operation, complete this section.

1. All gross revenues earned during the prior calendar year or previous fiscal year should be given here. Resident businesses give the total gross. Non-resident businesses give total gross earned in the City.
2. See the section on Allowable Ordinance Deductions.
3. This is the total reported gross revenues amount (line III.1. minus line III.2.).
4. Calculate the Business License tax based on the amount in line III.3. All businesses must pay at least the base fee amount. (Refer to Rate Sheet.)

IV. PENALTIES AND 2% EARLY DISCOUNT FOR RESIDENT BUSINESSES

- (A) Penalties are due if the taxes for a **new business license** are not paid prior to opening or beginning operation/business in the City. No proration of the license tax will be given to new resident businesses who fail to file prior to opening. Penalties are due on **renewal business license's** if they are not paid in full and postmarked by the U.S. Postal Service, on or before the last day of February.

New Business Penalties

10% if not filed prior to beginning operation in the City.
10% additional for each month thereafter, until paid.
Maximum annual penalty is 50%.

Renewal Penalties

10% if filed or postmarked on March 1st.
10% additional for each month thereafter, until paid
Maximum annual penalty is 50%.

All penalties are a percentage of, and are added to, the license tax.

- (B) For resident businesses only that are in "good standing" with the City Code, there will be a 2% discount allowed to be deducted off the calculated renewal business license tax remitted. **(NEW)**

Businesses that fail to purchase the license after formal notification shall be subject to a Uniform Summons.

V. Enter total tax, plus penalties or minus 2% early discount, if applicable.

Note: All appropriate state licensing is required prior to obtaining a City business license.

A SIGNATURE MUST BE PLACED ON THE BOTTOM OF THE BUSINESS LICENSE APPLICATION, ALONG WITH THE SIGNEE'S TITLE OR CAPACITY WITH THE BUSINESS.